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Mr. Gordon M. Stewart,
Director of Personnel

Comptroller

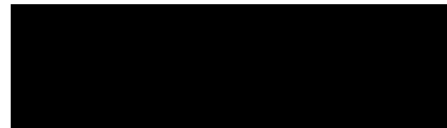
Elapsed Time of Fully Cleared Clerical Personnel in IAS

1. During hearings with the Bureau of the Budget last fall the question was raised as to the length of time personnel remained in the Interim Assignment Section. In connection with this it was found that fully cleared personnel are spending an average of 23 calendar days in the Pool, from the date of entry on duty to the date of assignment.

2. It is recognized that certain advantages accrue to the Agency to have employees enter on duty at the beginning of a pay period. It is understood, however, that this results in an inability to clear such employees through the Office of Security and Medical Office promptly, and that the employees must needs remain in the Pool for a considerable period of time in order to complete the necessary clearance procedures.

3. In view of these facts, it is requested that a study be made as to the advisability of requesting individuals to report in such a manner as to reduce the period required for their assignment in the Pool even though this would entail having entry on duty at times other than at the beginning of pay periods. These comments, of course, do not apply to individuals entering on duty under provisional clearances but only those entering on duty with full clearance.

4. Your reaction to this proposal will be greatly appreciated, since it is anticipated that further questions will be raised on this subject in subsequent budget hearings. It is our desire, of course, to reduce the cost to the Agency, insofar as possible, by minimizing the unproductive time of employees during the entry on duty procedures.



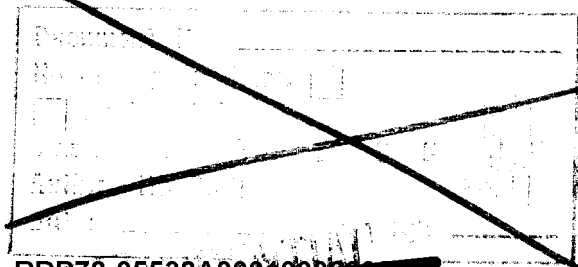
E. R. SAUNDERS

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BD/COMP/CNM/har/mmg (20 March 1957)

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